



ENVIRONMENTAL
MANAGEMENT SYSTEM
REGISTERED TO
ISO 14001:2004

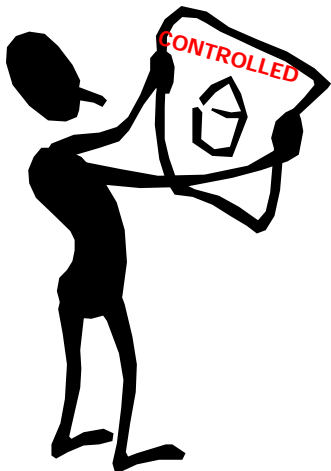
Purpose and Expectation

- Program Purpose - To provide a general awareness of the Refuse Disposal Division's Document Control Procedure.
- Our Expectation - For all Refuse Disposal Personnel to be able to understand the concepts of ISO 14001 and the RDD's EMS in relation to their jobs.



Control of Documents

- ISO 14001 requires controlling the formal documentation of your EMS.
- Examples of controlled documents;
 - Environmental Policy
 - Environmental Management Programs (EMPs),
 - Standard Environmental Operating Procedures,
 - EMS Manual, Landfill Ops Manual-SOPs,
 - Objectives and Targets,
 - Significant Aspects, Significance Criteria



Control of Documents

- Controlled EMS documents are located electronically on the RDD's EMS internet website at;
<http://www.sannet.gov/environmental-services/miramar/index.shtml>
- Controlled EMS documents are also available in hard copy form through the Environmental Management Representative.

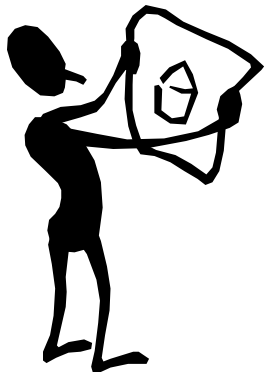
Control of Documents

- Hard copy versions of controlled EMS documents are identified by the word "**Controlled Copy**" stamped in **RED** on the cover or face of the document.
- All controlled hard copies will be issued and tracked via the EMS document distribution system.
- "Copies" of controlled documents will have the words "Controlled Copy" in black or grey and are NOT controlled.



Control of Documents

- Current revisions of controlled documents can be cross referenced on the Master Indexes also located on the RDD's EMS web site.
- **Note:** It is the responsibility of the user to ensure that he/she is working with the most current version of the document in question.
- Document revision levels are located on the footer of all controlled documents.



Control of Documents

- When controlled documents are updated the obsolete documents must be removed and destroyed to prevent unintended use.
- Obsolete documents retained for record purposes shall be marked "Obsolete"
 - Obsolete documents will be retained for a period of three years.





ISO 14001 EMS
4.4.5 Control of Documents